



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: November 19, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Susan Avery
Karl Coleman
Michael Sexton
Amy Stockwell
Sofia Xethalis
Gregg Zientara

Present:

Samantha Carroll
Amy Stockwell
Susan Avery
Karl Coleman
Gregg Zientara
Michael Sexton
Sofia Xethalis

Staff: Rick Meyer

Robert Edwards
Betti Jo Heckwine,
Becky Dampitz,
Alissa Henkel
Matt Wilkerson

Absent:

Guests:

Call to Order: Ms. Carroll called the meeting to order at 4:31 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda & Minutes September 17, 2020 - Ms. Carroll asked for a motion for the consent agenda with includes the agenda and the October 15, 2020 minutes, with a change of moving the Old Business-Decatur Public Library Pandemic Response right after public comments. Ms. Stockwell made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes.

Written Communication from the Public

Amanda Young of Decatur Illinois, Librarian at DPL expressed concern that if the doors are closed to the public due to the pandemic, some patrons will be unable to have access to the internet and other services.

Old Business

Pandemic Service Levels

Ms. Carroll made a request to make a motion to discuss, Mr. Meyer suggested for simplicity that library management decide hours of operation details of services. Discussed the Governor's orders, the phases, restrictions, and what other libraries are doing. Mr. Zientara made a motion for the library to go to curbside-only with any indoor services that are essential by administration, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, motion passes to go with curbside with the additional services needed on November 23.

City Librarian's Report

Mr. Meyer reported virtually attending the ILA Annual Conference along with Carol Ziese, Alissa Henkel and Samantha Carroll. Mr. Meyer has had virtual meetings with directors of other libraries in the area. Circulation of electronic material is up, overall database use is and foot traffic is down. Physical material circulation is down, but not as much as might be expected given the pandemic.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager reviewed what the administration and circulation departments have been working on, Betti Jo and Robert participated in the interviews for the new position of administrative secretary. Staff just finished 95% of the annual appeal with help from PRS and the circulation staff. Robert is getting annual evaluations out to the managers to complete. He is reviewing and updating the disaster plan, and attended an online panel for digital infrastructure, literacy and how the libraries help with these areas. Circulation hired a new page Hannah Perry.

Rebecca Damptz, Head of Archives & Special Collections, discussed the Dennis School program by Gary Geisler. Gary Geisler will have another program on December 15, 2020 at 7 p.m. about Firestone in Decatur. Local history has been working with patrons by appointment and filling requests.

Alissa Henkel, Head of Programs, Resources & Services reported Librarian Kasey Steiling has been working on a curbside video with the help of the PRS staff. She discussed Flipster online magazine database. Librarian Tabitha Bilyeu worked on a campaign that makes sure patrons know they can still get their magazines online and on creating a traveling library for assisted living facilities to provide materials to the residents. Library Assistant John Schirle and Librarian Amanda Young have been working with DPS 61, John doing video tours for the life skills students. Parents are bringing their kids in afterwards. Librarian Alix Frazier is working on the take and makes which patrons are picking up with curbside. Gale Virtual Reference Library was

completely updated.

Matt Wilkerson, Systems Administrator, he is currently working on virtual private network setup so staff can connect to our internal network from outside of the building, Chris Nihiser has been working on help calls, on the phone with Dell support to fix some and getting laptops ready in case staff needs one to work remotely. He has also been working on getting 3 pallets of dead computers and monitors ready for the city recycling program.

Carol Ziese, Head of Technical Support, reported that the department withdrew 3,390 items, usually do about 1300-1600. They added a little over fourteen hundred items.

Reports of Committees

Personnel, Policy & Public Relations Committee

Collection Development Policy

Reviewed the changes made to the policy to strengthen the language about diversity, how the library handles request for reconsideration of library materials, removed the forms, and working on online way to make requests purchase. Mr. Sexton made a motion to accept as presented, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Art and Artifacts Acquisition and Display Policy

Committee reviewed and no changes recommended. Mr. Sexton made a motion to accept the policy as presented, seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Patron Ban Policy

Reviewed changes made by adding language which allows division heads to impose a one week ban and the director to impose a ban of 1 year. Mr. Sexton made a motion to accept the Patron Ban Behavioral Policy as presented, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

City Librarian Performance Evaluation Process

Ms. Avery said they have a form completed, they will review the form and process at the next PPPR committee, the evaluation will go out to the full board for their comments, Ms. Avery and Mr. Sexton will collate all of it together, then Ms. Carroll will meet with Mr. Meyer to review it and recommendations for salary increase, and review any goals for the coming year. It is the same process with a different form and will be at a specific time each year.

Personnel Update

Mr. Meyer reviewed that the library is currently interviewing for an administrative secretary, have a few more candidates to interview, Mr. Edwards hired a new page, and there will be some opportunities for internal promotions.

Equity, Diversity, Inclusion

Mr. Edwards contacted a couple of the consultants, but they are too busy at this time. He will reach out to a couple of the members to get their biographies completed. He will have more to report at the next meeting.

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee reviewed and discussed the check register, and reviewed the expenditure. Ms. Stockwell said the Finance Committee recommends approval of the check register, seconded by made a motion to approve, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Ms. Stockwell reviewed the October results and projection for the rest of the year. Projected at this time revenues \$131,000 in excess of expenses.

2021 Budget Proposal

Discussed the reduction of expenditures by 1% for next year, expected change in the revenue is 2%. Budget presented is a \$50,000 deficit. The library has developed cash reserves and is in good financial condition. Ms. Stockwell made a motion to approve the budget as presented, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Foundation Meeting

Reviewed the Annual Appeal. The Board also discussed purchasing a digital sign to go out on Franklin, and use any addition funding for the EDI consultant.

Friends of the Library Committee

Mr. Meyer said their stock of materials is growing, but not having sales due to the pandemic. The Board is looking to hire a new treasurer.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS, but they are continuing with the delivery services.

Old Business

Macon Counties Covid-19 numbers are not good. The Decatur Public Library has stepped things up regarding enforcement of masks and social distancing.

New Business

Board Openings

Mr. Meyer said that Mayor Moore Wolfe will be nominating Kate Wrigley to serve on the board.

She is an attorney that loves the library. The Board will need one more member.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:41 p.m., Mr. Sexton made a motion to adjourn, Ms. Xethalis seconded it Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Pending Approval
Draft 01/11/2021